

NORTH CONGREGATIONAL CHURCH

11 Main Street North

Woodbury, Connecticut

POSITION DESCRIPTION

Children's Ministry – Christian Education Coordinator

PURPOSE STATEMENT:

To administer and coordinate Sunday School activities for elementary age children and their families.

GENERAL DUTIES AND RESPONSIBILITIES:

Schedule Sunday Morning educational classes. Organize special Church Family events.

Management: Work with the Christian Education Committee and the Pastor to:

- Implement the church's Sunday School program in accordance with the Christian values held by North Congregational Church.
- Schedule and coordinate the Sunday School and related activities
- Maintain registration and contact information for children and families.
- Communicate regularly with teachers and parents.
- Organize and/or assist with special Church Family events for children.
- Coordinate publicity with pastor, church office and marketing personnel.

Work Schedule: September through June. Sunday mornings, 9:00 to 11:30 (prior to and after classes.) In addition, as needed when planning, assisting, and participating in organized CE activities and special programs. Schedule flexibility negotiable.

QUALIFICATIONS

An individual of Christian Faith; a person with experience in children's Christian Education or a teaching professional preferred.

COMPENSATION

Stipend of \$5,000 - \$10,000 per year based on the person's education, experience and skill set.